

AIRPORT ATTENDANT

DEFINITION

To perform a variety of security, janitorial and minor maintenance duties related to airport grounds and facilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision provided by the Airport Operations Supervisor

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Inspects runways and taxiways for the presence of foreign objects and removes all hazards.
2. Checks runways and taxiway lights for missing and burned out bulbs and cracked lenses and replaces same.
3. Inspects runways and taxiways for faulty pavement, cracks or breaks, potholes, excessive drop off height from pavement to shoulder and settlement or ponding.
4. Performs field checks for missing planes when requested by Tower personnel or Federal Aviation Administration Flight Service Stations; locates and deactivates emergency locator transmitters that have been activated accidentally.
5. Reports and provides temporary minor repairs related to plumbing and electrical problems on the field and in facilities.
6. Mop, sweeps, waxes floors, cleans windows and walls, vacuums carpets, empties office trash cans, dusts and waxes furniture and cleans restrooms.
7. Performs custodial and janitorial duties in the care of the airport tower and other airport facilities.

Examples of Duties (continued)

8. Checks offices and hangars for open doors and suspicious circumstances.
9. Approaches individuals anytime there is a question regarding their presence on the airport and contacts police communications center as needed by two-way radio.
10. Documents, tags and monitors transient aircraft parked on airport property.
11. In case of emergencies or hazards to operations immediately notifies appropriate agencies such as police, fire and Federal Aviation Administration.
12. Requests patrons to observe airport rules and regulations and reports violations to airport management personnel.
13. Monitors and logs aircraft noise by means of noise monitoring equipment relative to take-offs and landings.
14. May operate light equipment such as small rubber tires low to medium range horsepower tractors for minor maintenance and/or to tow aircraft as directed by airport management personnel.
15. Confers with Airport Operations Supervisor at the start of each shift and completes daily work report sheets describing work performed.

Knowledge, Abilities and Skills

- A. Knowledge of general safety and operational practices related to a general aviation airport.
- B. Ability to work with minimum supervision.
- C. Ability to identify operational and maintenance problems.
- D. Ability to perform minor maintenance to airport facilities and grounds.
- E. Ability to deal harmoniously and effectively with users, tenants and co-workers.

SPECIAL CHARACTERISTICS

In general, the person filling this position is expected to work five days per week and forty hours per week. However, depending upon the Department's needs, it will be necessary to adjust the days and hours worked. Also, the total number of days worked per week will not always be consecutive

License:

Possession of a valid Class II California Drivers License. Individual must obtain a valid restricted Radiotelephone Operator Permit issued by the F.C.C. after appointment.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of custodial and janitorial experience including general minor maintenance of buildings and grounds, and preferably basic airport operations experience.

Education:

Equivalent to completion of the twelfth grade.

301CS84

January 1984

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt